

Last name, first name		
Dept / Faculty / bureau, etc.	Telephone	Personnel ID number
E-mail address		

5	4					
SAP-Belegnummer						
Geschäftsjahr 20 _____						

The travel costs airfare accommodation participation fee was/were paid privately.

Original invoices and receipts (e.g. proof of wire transfer, credit card statements) are attached.

The costs were for a of Deutschen Bahn AG Handy-Ticket (attach copy)

yes

The costs of travel, flights or other costs were / will be covered by a third party (see attachment for verification)

no

I have received an advance / part payment of EUR _____

The original Request for Travel Authorization must be attached.

Please wire the amount to the following bank account

Last name, first name of account holder (if different from above)		Bank	
IBAN		SWIFT code	
Bank address	City / town	Zip code	Federal state

These banking details replace all other such details Dept. 3 may have been given in the past

no

I hereby declare the correctness of the information contained herein and that the costs listed overleaf were actually incurred.

Bremen, date _____

Signature _____

Notes on reimbursement of travel expenses incurred in the course of duties

The legal conditions / guidelines pertaining to travel expenses incurred by members of the University of Bremen valid at the time the travel authorization request is submitted are available for viewing in the Travel Expenses Office and in the employee portal.

Legal redress:

Objections may be raised against this decision within one month of notification. The objection must be submitted to the University of Bremen, Bibliothekstrasse 1, 28359 Bremen, Department 3, Reisekostenstelle in writing or for transcript.

To be filled out by the Travel Expenses Office in Dept. 3:

Kostenberechnung durch die Reisekostenstelle	Euro	Cent
Nach umseitiger RK-Rechnung zustehende RK-Verg.		
Fahrkarte / Flugticket separat bezahlt		
Teilnahmegebühr / Übernachtung separat bezahlt		
als Abschlag bereits angewiesen		
somit - auszusahlen - wiedereinzuziehen		

Belegart UR	<input type="checkbox"/> FB60 (Auszahlung)	<input type="checkbox"/> FB65 (Rückforderung)	<input type="checkbox"/> CPD
Personalkreditor-Nr.:			Referenz: *RK-Abrechnung

Sachkonto	Betrag (EUR)	St.-Schl.	Kostenstelle oder Fonds
685000			

Datum Sachlich und rechnerisch richtig
- Reisekostenstelle -

Datum Hz. / OKZ Drittmittel

Datum Hz. / OKZ SAP-Buchung

Buchungstext: *RKA, Name, Ort / ggf. Land, Zeitraum

***RKA**

